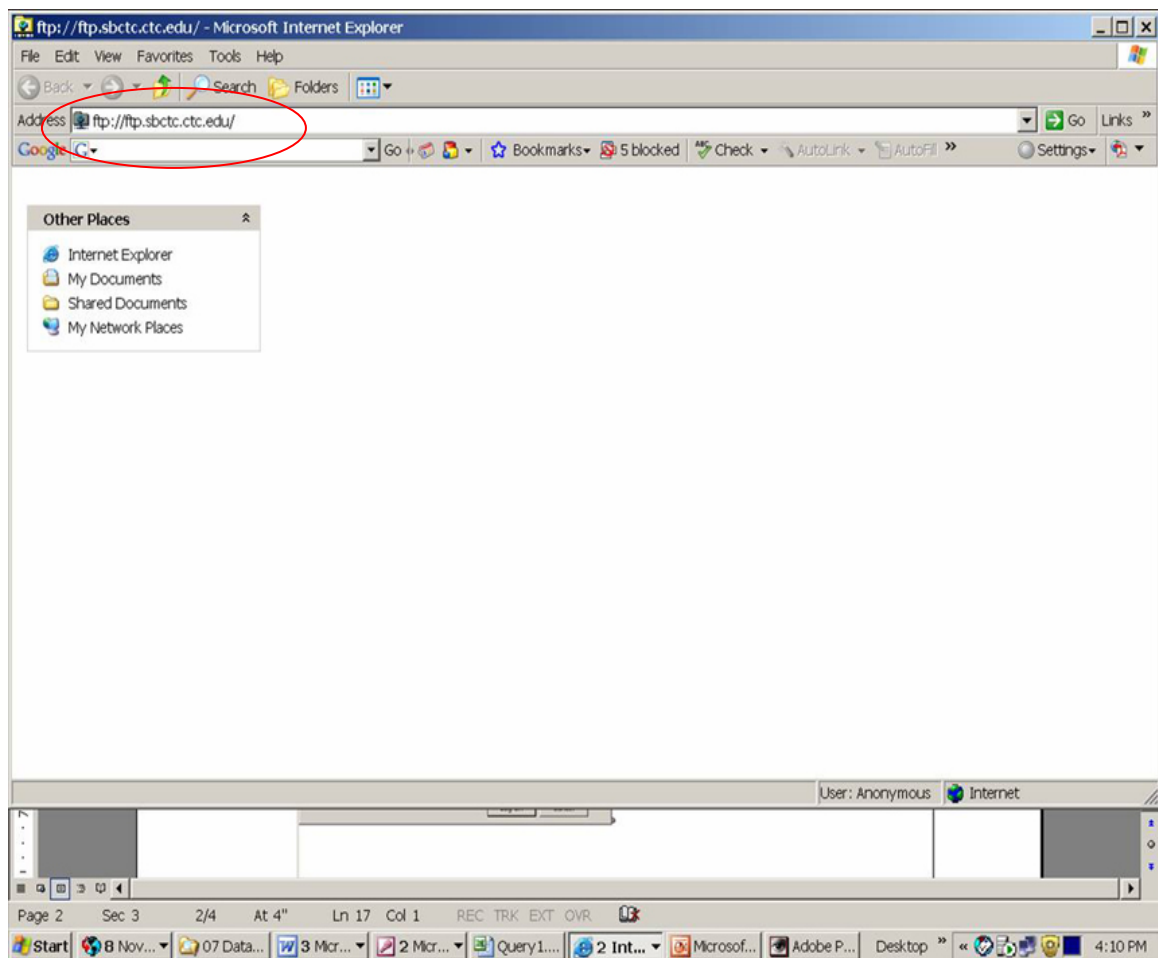


Instructions for Transferring the Student Data Report File to the FTP Site

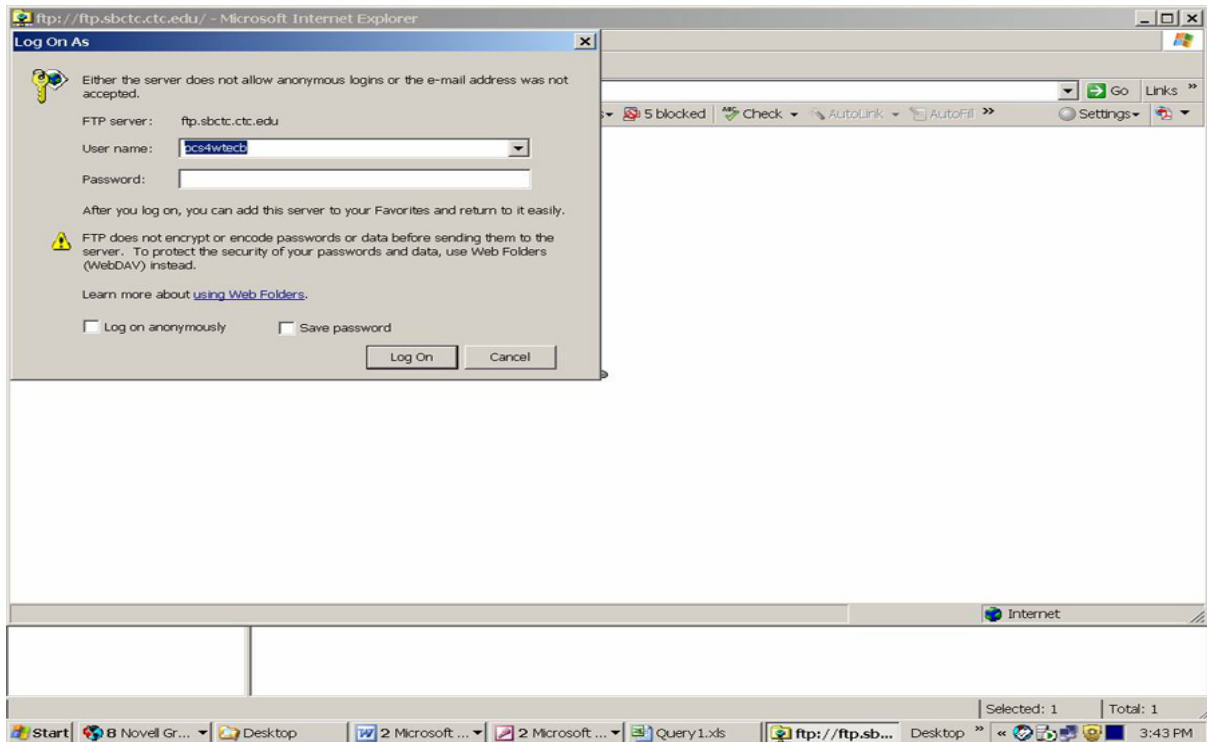
To transfer student data file using Internet Explorer, follow these steps:

1. Give the file a name that includes the name of your school, so that we can identify the file.
2. Save the file with a password.
3. Send the password in an email to Barbara Mix at bmix@wtb.wa.gov, so that we can open your file. Include the name of your file and your school name in the email.
4. Open your Internet Explorer browser. Copy and paste the URL shown below into the address window.

ftp://168.156.9.140/WTECB_PCS/

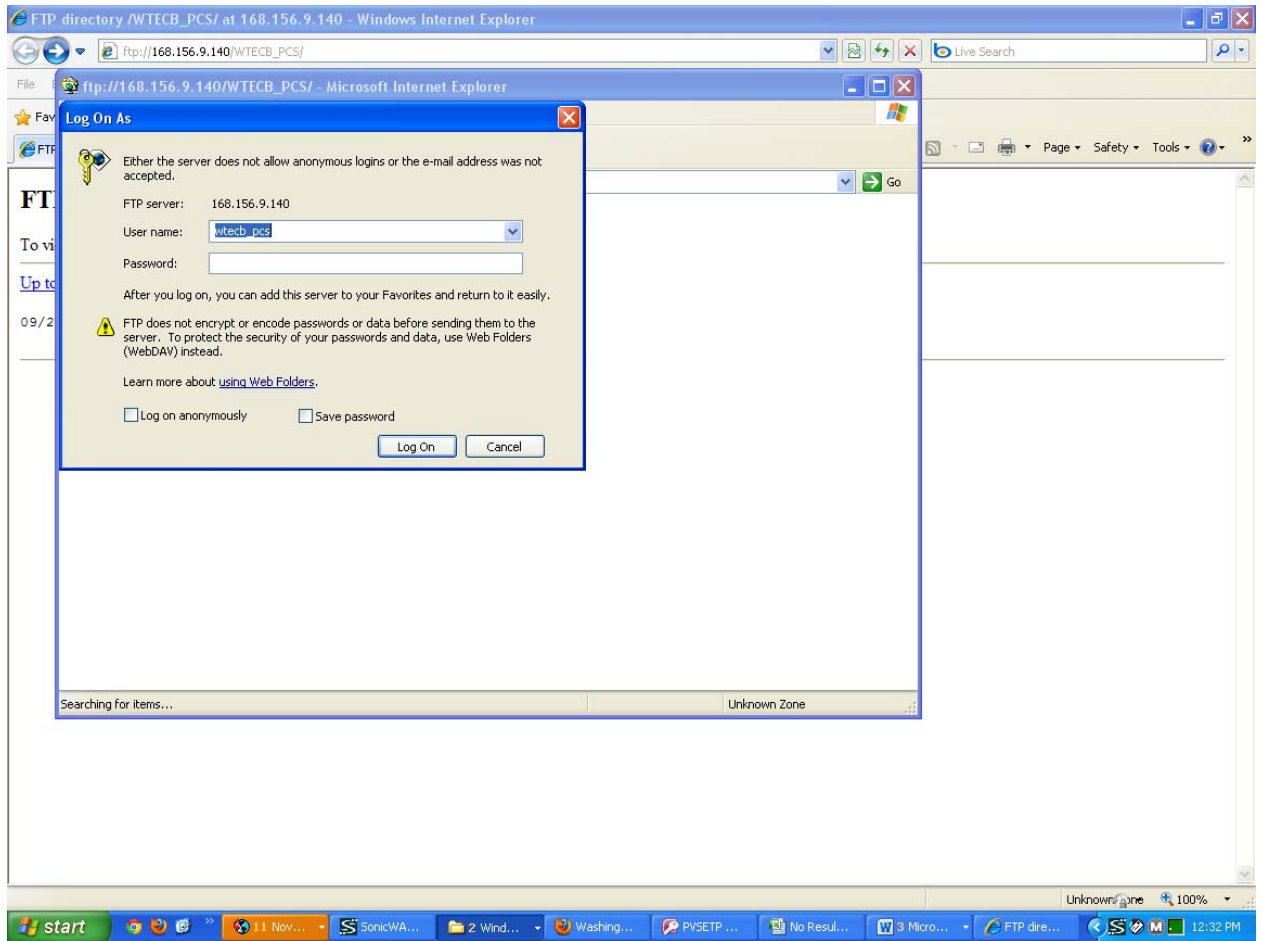


5. Enter User Name: **wtecb_pcs** (case sensitive) and password: **b4F66H3Y** (case sensitive). Then click “Log On.”

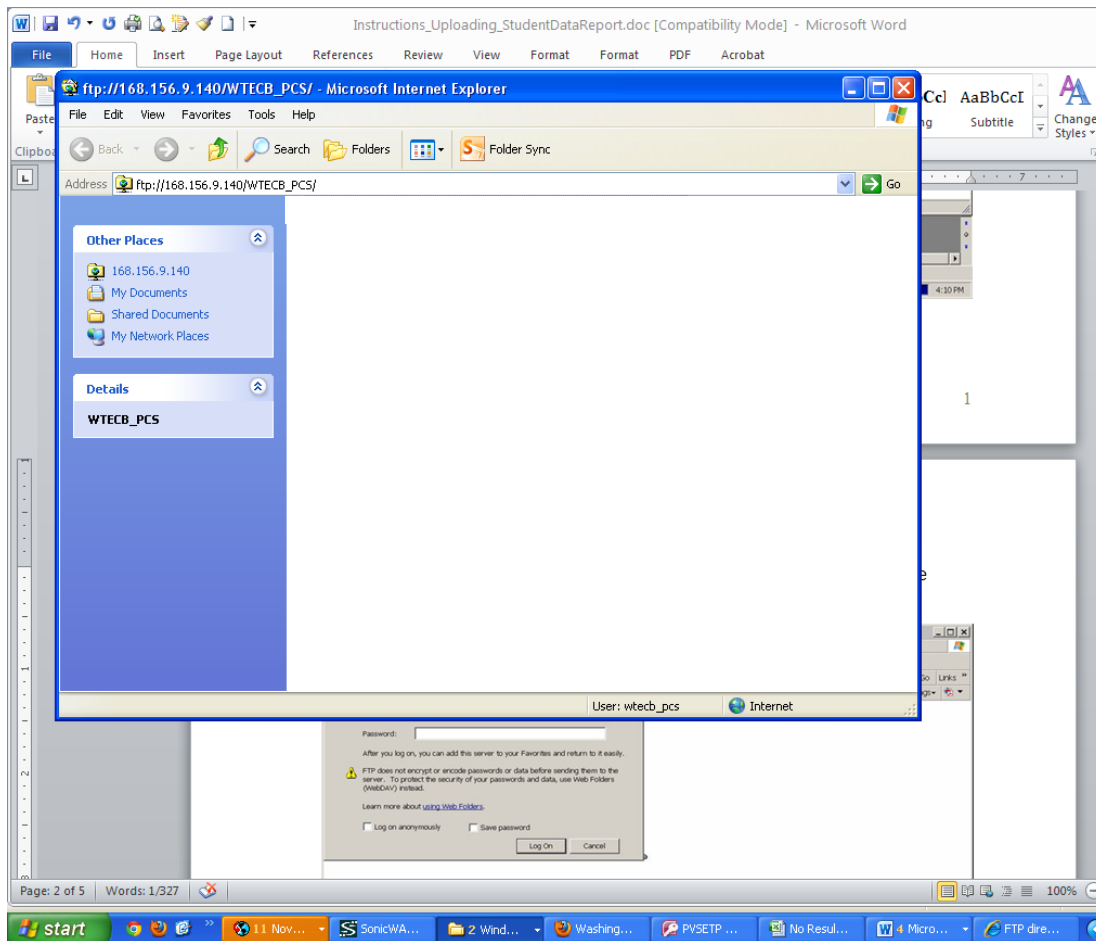


6. Next, you will get an screen that says: “To view this FTP site in Windows Explorer, click Page, and then click Open FTP Site in Windows Explorer.” Follow the instructions and another login box will open.

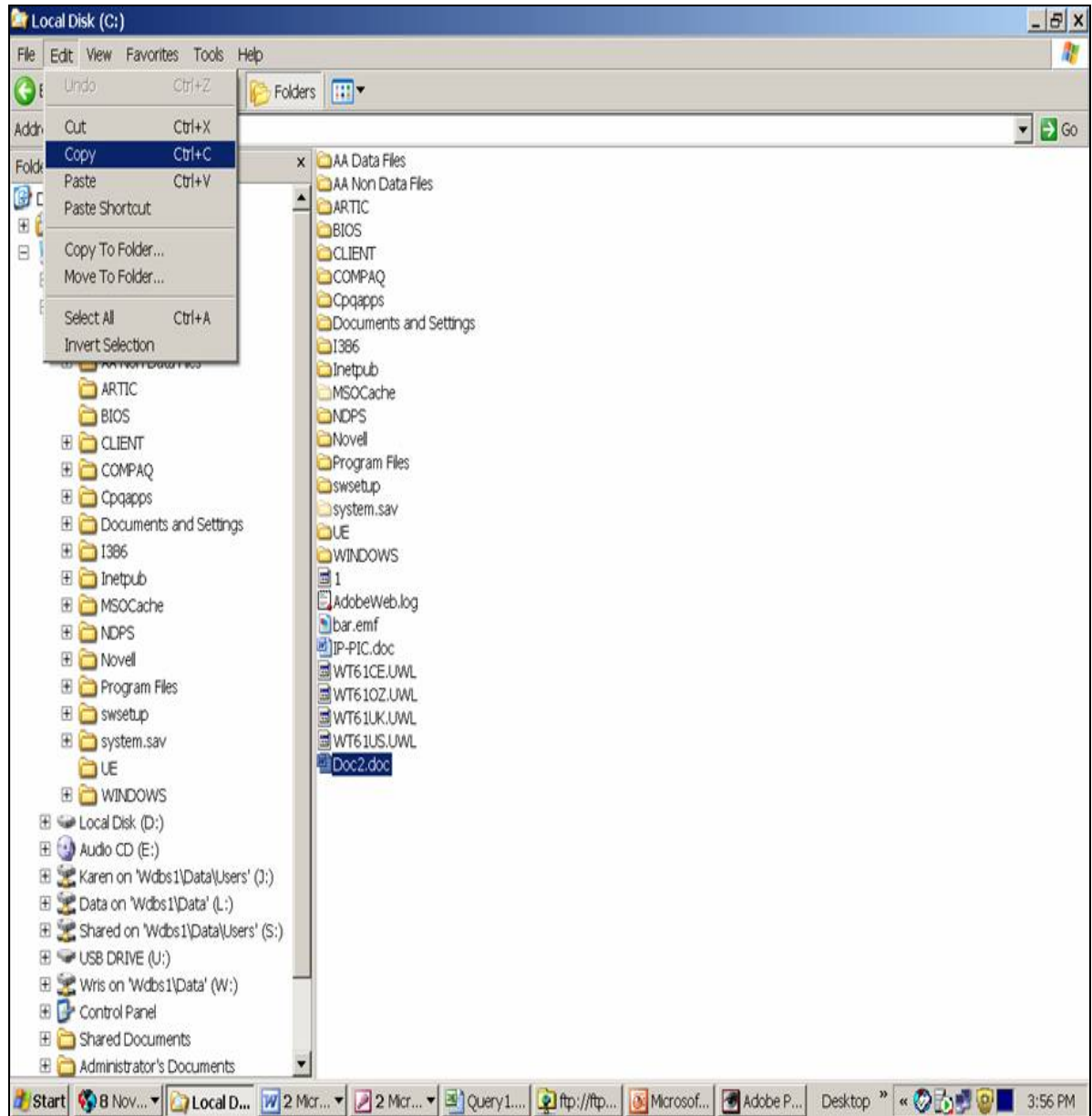
7. Enter the login and password again.



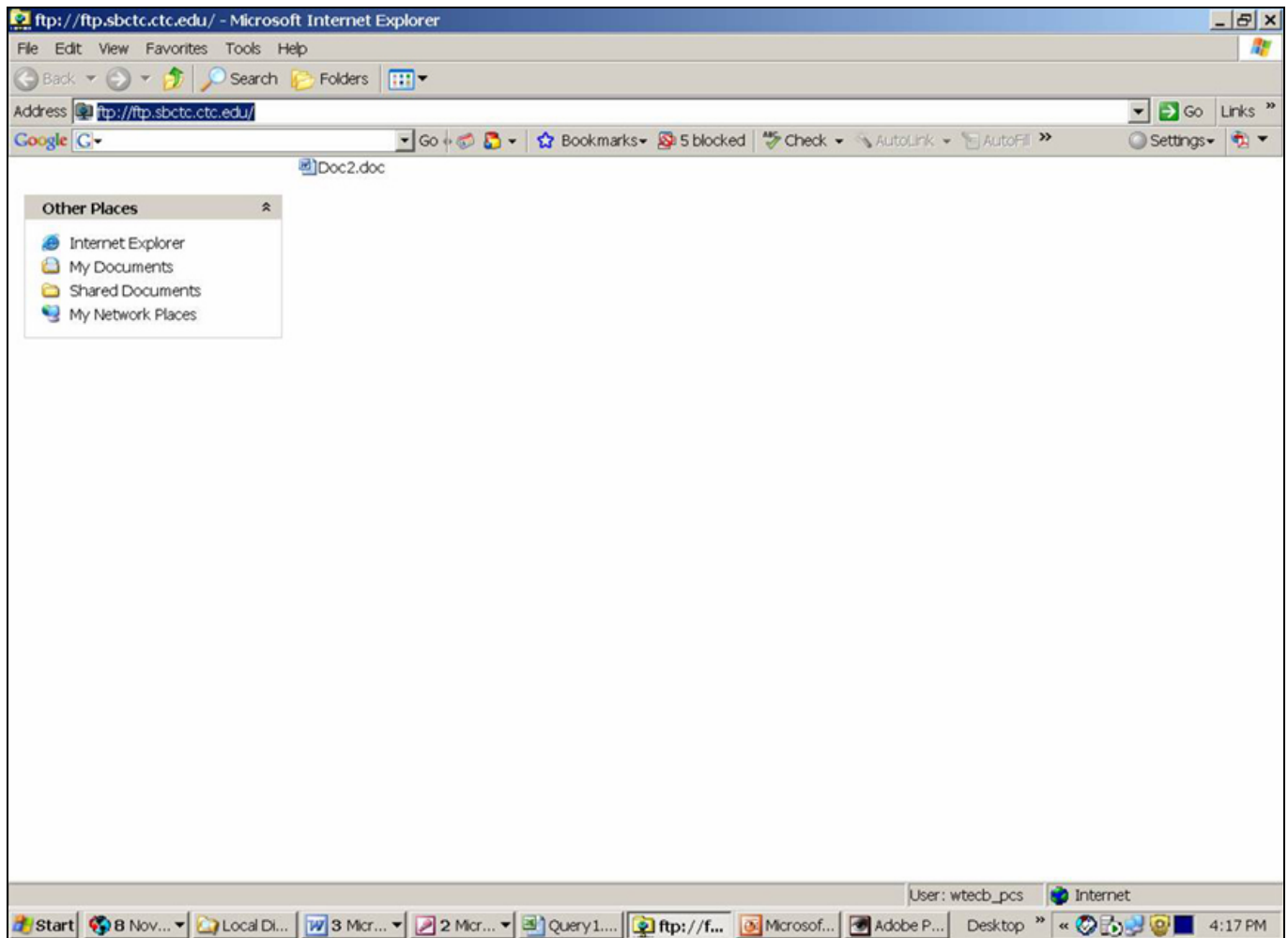
8. Next, you will see this page. Do not close this page. This is the ftp site where you will paste your data report file.



9. Leaving the previous page open, navigate to your data report file in Windows Explorer and click on it once. Copy it, using “edit”, “copy”, as shown below, or use Right Click>Copy.



10. Go back to the ftp site window (the window you logged in to in step 8). Click “edit” at the top and then “paste”. You should see the file appear on the page, as in the example below (example file is called doc2.doc).



That's it. If you see your file on the ftp page, then your file has been transferred. The file can now be downloaded by Workforce Board staff--the only people with access to downloading the files on this ftp site.

Before you finish:

Did you remember to give your file a name that includes the name of your school?

Did you email your password to Barbara Mix at bmix@wtb.wa.gov?

If you have any questions, or problems with transferring your file, you can contact Barbara Mix at (360) 709-4611.